

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

Post Office Box 1947
Sacramento, CA 95812-1947
(916) 341-4200
(916) 327-3153 (FAX)
(916) 327-6318 (TDD)



February 9, 2009

To: CSBG Contractors

Subject: **2008 Community Services Block Grant Information System Survey (CSBG/IS)**

It is time again to submit your Community Services Block Grant Information System Survey (CSBG/IS). States are federally mandated to annually prepare and submit a report on the measured performance of the State and their CSBG service providers. Per your CSBG contract, these reporting forms must be completed and submitted electronically to the Department of Community Services and Development (CSD) no later than **March 1, 2009**. CSD will aggregate the statewide data from all CSBG agencies, and submit the completed report concurrently to the U.S. Department of Health and Human Services (DHHS) Office of Community Services (OCS) and the National Association for State Community Services Programs (NASCSPP).

The forms and instructions for completing the 2008 CSBG Information System Survey (CSBG/IS) are available by accessing the CSD website. The forms are templates and can be downloaded from CSD's website www.csd.ca.gov by clicking "CSD Contractors'>CSBG>2008-09 CSBG Contract>2008 CSBG/IS". Please read the instructions before completing the survey. Also, included is the October 2007 lexicon, which is the most current edition. The lexicon provides the terms and definitions of the Classification of CSBG Services.

The following are the listing of reports to be completed:

- CSBG Fiscal Data--Other Funds (CSD 425.OF Rev. 1/08)
- CSBG Fiscal Data--Other Resources (CSD 425.OR Rev. 1/08)
- CSBG Program and Management Accomplishments (CSD 090 Rev. 1/08), Instructions and Sample Stories (prepared by NASCSPP)

Upon completion, please e-mail all three reports to csbgis@csd.ca.gov by March 1, 2009. In the subject line of the e-mail remember to type your agency name so CSD can quickly identify the agency submitting the report.

If you are unable to access or submit the forms electronically, or have any questions, please contact Leslie Taylor at (916) 341-4284 or e-mail at ltaylor@csd.ca.gov. Thank you for your cooperation, and we look forward to receiving your survey, which will provide valuable information on the activities occurring in your agency.

Sincerely,

A handwritten signature in cursive script that reads "Pamela Harrison".

Pamela Harrison, Manager
Community Services Division